

# Teacher-Job description

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time and Guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.

A teacher may be required to undertake the following duties:

## Teaching

50.2 Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.

50.3 Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.

50.4 Participate in arrangements for preparing students for external examinations.

## Whole school organisation, strategy and development

50.5 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.

50.6 Work with others on curriculum and/or student development to secure co-ordinated outcomes.

50.7 Subject to paragraph 52.7 (see below) supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so.

## Cover

*52.7 Teachers should be required to provide cover in accordance with paragraph 50.7 only rarely, and only in circumstances that are not foreseeable (this does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover).*

## Health, safety and discipline

50.8 Promote the safety and well-being of students.

50.9 Maintain good order and discipline among students.

## Management of staff and resources

50.10 Direct and supervise support staff assigned to them and, where appropriate, other teachers.

50.11 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

50.12 Deploy resources delegated to them.

## Professional development

50.13 Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.

50.14 Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

## Communication

50.15 Communicate with students, parents and carers.

## Working with colleagues and other relevant professionals

50.16 Collaborate and work with colleagues and other relevant professionals within and beyond the school.

This job description outlines the main responsibilities and standards that are common to all teachers.

## General Responsibilities

All teachers should

- Be aware of and play an appropriate part in implementation of all school policies.
- Be responsible for the safeguarding and welfare of the students in the school.
- Undertake the role of a form tutor.
- Participate in appropriate meetings with colleagues and parents/carers.
- Carry out a share of supervisory duties in accordance with published rosters.
- Set and keep high standards of punctuality and courtesy

- Attend assemblies and other formal occasions as required.
- Participate in the appraisal process according to agreed procedures.

Teachers on the upper pay range are required to meet the criteria set out in the School Teachers' Pay and Conditions Document, namely that:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to the school are substantial and sustained.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

# Teacher-Person Specification

We are seeking to appoint a graduate who is able to demonstrate the following qualities and experience. Please note that if you are shortlisted any relevant issues arising from your references will be taken up at interview.

Criteria	Essential	Desirable	Method of assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Suitability to work with young children</li> <li>▪ Able to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ Positive attitude to use of authority and maintaining discipline</li> <li>▪ Experience of teaching in a secondary school</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of teaching across the full age and ability range of a secondary school</li> <li>▪ Experience of using a range of strategies to support the teaching and learning of SEND and gifted and talented students</li> <li>▪ Experience as a form tutor</li> <li>▪ Proven record as a teacher whose students reach high standards of learning and achievement</li> </ul>	<p>Application form, references and interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ emotional resilience in working with challenging behaviours; and</li> <li>▪ attitudes to use of authority and maintaining discipline</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>▪ Commitment to improving student learning and raising achievement</li> <li>▪ Enthusiasm to inspire in students a desire to learn and participate</li> <li>▪ Knowledge and understanding of recent legislation, development and initiatives in secondary education</li> <li>▪ Knowledge of the curriculum at KS3 &amp; KS4</li> <li>▪ An understanding of the use and potential of ICT to develop learning</li> <li>▪ An excellent classroom practitioner</li> <li>▪ An effective communicator and motivator of students</li> <li>▪ Ability to enable and empower others.</li> <li>▪ A team player with the ability to establish good working relationships with staff, students and parents/carers.</li> <li>▪ The ability to communicate clearly and</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of the curriculum at KS5</li> <li>▪ An understanding of the whole range of learning needs</li> <li>▪ An understanding of the use of comparative data and target setting</li> </ul>	<p>Application form, references and interview</p>

	<p>concisely both verbally and in writing at all levels.</p> <ul style="list-style-type: none"> <li>▪ The ability to support students and respond to parents/carers through fluent and accurately spoken English.</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ A capacity for hard work</li> <li>▪ A fair, flexible, open and decisive approach to leadership in the classroom</li> <li>▪ Enthusiasm for, and readiness to accept, change</li> <li>▪ A commitment to justice, quality of opportunity and to comprehensive education</li> <li>▪ Good ICT skills</li> <li>▪ Ability to work on own initiative</li> <li>▪ Ability to take responsibility for planning own workload and commitments</li> <li>▪ Ability to work under pressure and keep to deadlines</li> <li>▪ Ability to be sensitive to the needs of others</li> <li>▪ Ability to be supportive</li> <li>▪ Professionalism</li> <li>▪ A sense of humour, warmth, energy, stamina and resilience</li> <li>▪ Good record of attendance and punctuality</li> <li>▪ Willingness to reflect upon his/her experiences in a critical and constructive manner</li> </ul>		Application form, references and interview
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▪ Honours Degree</li> <li>▪ DfE recognised Qualified Teacher Status</li> <li>▪ Evidence of continuing professional development</li> <li>▪ Evidence of keeping up to date with educational thinking and knowledge</li> </ul>		Application form and references

***The Four Stones Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment***

**Issued by:** \_\_\_\_\_

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